

Principles for Responsible Industry in Delaware

Application Information

Facility Information

1. Name of facility.
2. Name of parent company.
3. Facility's location.
4. Plant Manager, including telephone & e-mail.
5. Contact person(s) for the report, including telephone & e-mail.
6. Company/Facility web site.
7. Major products and/or services, including brands if appropriate.
8. Number of employees (full-time equivalents) who currently work at the facility.
9. Relevant information on the scale of activity of the facility, including measures that may be or are used as normalizing factors. Examples of potential relevant measures include: Number of employees; Net sales; Product produced (mass/amount/quantity); Total assets.
10. Publicly available mission and values statement(s), codes of conduct, statements of economic, environmental, and social policy, and other policies with economic, environmental, or social provisions (e.g., procurement policy). Include date of adoption
11. Public accessibility of information or reports about economic, environmental, and social aspects of facility activities and environmental specifications of the products. How to obtain such information and reports.

NOTE: One possible way to present specific commitments under the Principles:

For each Commitment:

Category: e.g. Energy Usage or Air Emissions			
Aspect: e.g. Fleet Fuel Use or Emissions of Toxics			
	Baseline	2002	<i>Performance Commitment</i>
Calendar Year			
Actual Quantity (per year)			
Measure-ment Units			
Normaliz- ing factor			
Basis for Normalizing Factor	e.g. lbs produced		
Normalized Quantity			

Principle 1. Managing through Systems Approaches

Explain how the facility implements this principle and identify specific commitments to any improvements the facility will undertake under this principle. Include information on the following:

1. List all voluntary economic, environmental, and social initiatives to which facility subscribes, including date of adoption.
2. List all management system programs pertaining to economic, environmental, and social performance.
3. Is your facility currently certified to ISO 9000?
4. Attach a detailed summary of the facility's Environmental Management System (EMS). Include organizational structure and responsibilities for oversight and implementation.
5. When did your facility last conduct a systematic identification and/or review of your environmental aspects? Mo/yr
6. In the table below, please provide a narrative summary of EMS objectives and targets. You may limit the summary to environmental aspects that are significant.

Environmental Aspect	Target(s)

1. Is your facility currently certified to ISO 14001?
2. Environmental cost accounting –
 - a. To what degree does your facility use environmental cost information to support internal decision-making?
 - b. Is this done through a managerial cost accounting system or other financial management system which routinely compiles, analyzes, and reports on environmental costs?
 - c. Which environmental costs are used (e.g. management costs, resource use, waste disposal, permitting, monitoring, training, auditing , insurance).
 - d. If such a system is not in place, are there plans underway to create an environmental cost tracking system? If not, why not?

Principle 2. Community Involvement

Explain how the facility implements this principle and identify specific commitments to any improvements the facility will undertake under this principle. Include information on the following:

1. Briefly describe the public outreach and reporting activities that the facility conducts. Feel free, but not obligated, to attach supporting materials (e.g. meeting agendas, public announcements). Describe the ways the facility communicates with the local community

& fire company regarding changes and/or improvements at the facility and the ways the facility gathers input from the community.

2. Describe the notification system for informing the local community regarding conditions caused by the facility that may negatively affect health, safety or the environment. Are the neighbors at your plant sites informed of the existence of any procedures and evacuation plans that may be needed in case of an incident?
3. Describe any mechanism(s) in place to encourage employees to participate in community activities aimed at improving environmental quality, and provide examples of community-oriented environmental activities sponsored by the facility.
4. Does your facility conduct training exercises with local firefighters and rescue teams?

Principle 3. Valuing and Protecting Our Workers

Explain how the facility implements this principle and identify specific commitments to any improvements the facility will undertake under this principle. Include information on the following:

1. Is outstanding performance of teams, operating units and individuals recognized internally? If yes, how does such recognition occur (e.g., salary review, bonus, promotion, award, etc.)?
2. Are the facility's employees encouraged to take the initiative, submit suggestions for improvement, and to suggest actions or policies to improve efficiency or product quality or reduce the facility's environmental impact? If yes, give specific examples of methods used to encourage employee initiative.
3. Does your facility have, or provide access to, educational programs in which employees with environmental responsibilities participate to update their skills and knowledge? If yes, give specific examples.
4. Does your facility have educational and informational programs in which all other employees participate to update their skills and knowledge and ensure their understanding and implementation of the facility's environmental policies? If yes, give specific examples of nature of program, frequency, and percentage of employees reached.

Health and Safety

1. Reportable cases (including subcontracted workers) over the last year.
2. Standard injury, lost day, and absentee rates (including subcontracted workers) over the last year.
3. Describe your activities in workplace health and safety, giving examples of specific programs, accomplishments, awards and/or training activities that go beyond the requirements of the law. Explain how these programs and other workplace health and safety information is communicated to employees.

Explain how the facility implements this principle and identify specific commitments to any improvements the facility will undertake under this principle. Include information on the following:

1. If your facility has a formal written policy regarding pollution prevention, materials/resource conservation, reduction, reuse and recycling, please provide detail on the areas of operation affected by this (e.g., reduced consumption of virgin materials through product or process redesign, water/energy/habitat conservation, risk reduction, procurement of goods, recycling of waste, etc.)
 - a. Please also discuss the specific programs that are in place to ensure that this policy is implemented, giving examples of techniques, practices and procurement methods employees are using to conserve materials/resources (such as product redesign, process modifications, changes in procurement practices, improved housekeeping, training and maintenance, etc.)
 - b. Where possible, what are the quantifiable goals for the level of materials reduction attributable to each of these pollution prevention methods.
2. Objectives, programs, and targets for materials replacement (e.g., substituting hazardous chemicals with less hazardous alternatives).

3. Provide Toxics Release Inventory (TRI) data for the base and last reporting year. Identify any objectives for TRI reductions.

The following table may prove helpful for presenting chemical release data. Facilities should, however, present the information in the manner they feel best meets their, and their stakeholders', needs:

[illegible]

4. Quantity of non-TRI emissions to air, by type (e.g., NO₂, SO₂, VOCs, and NO_x) and nature (point or non-point). Identify any objectives for reductions.
5. Total waste (for disposal). Provide definition, destination, and estimation method. Identify any objectives for reductions.
6. Quantity of waste returned to process or market (e.g., through recycling, reuse, or remanufacture) by type. Identify any related objectives.
7. Quantity of non-hazardous waste sent to landfills. Identify any objectives for reductions.
8. Quantity of Hazardous Waste disposed of. Identify any objectives for reductions.
9. Quantity of water usage, water/wastewater being conserved, reduced, or recycled. Identify any related objectives.
10. Non-TRI discharges to water, by type (e.g., oils/greases, TSS, COD, BOD) and nature (point or non-point). Include identification of water bodies into which discharges flow. Identify any objectives for reductions.
11. For non-contact cooling water describe how the intake/discharge system is designed to minimize impacts to fish and wildlife. Identify any related objectives.
12. Greenhouse gas emissions in tons of CO₂ equivalent (global warming potential). Identify any objectives for reductions.

Compliance

13. Identify any compliance related goals and objectives.

Land-Use/Biodiversity

14. Amount of land owned, leased or managed by the facility. Type of ecosystem habitat included and its status (e.g., degraded, pristine). Amount of impermeable surface as a percentage of land owned.
15. Objectives, programmes, and targets for protecting and restoring native ecosystems and species, both on- and off-site. Amount of habitat protected or restored.

Principle 5. Conserving Energy

Explain how the facility implements this principle and identify specific commitments to any improvements the facility will undertake under this principle. Include information on the following:

1. Briefly describe initiatives to move towards renewable energy sources and energy efficiency.
2. Total energy use.
3. Amount of electricity purchased, by primary fuel source, where known. Amount self-generated if applicable (describe source).

4. Total fuel use. Vehicle and non-vehicle fuel, by type.

Use the following tables if useful.

Electricity	Base Year	2002	Target Year
Purchased			
Self-generated			
Co-generated			
Total Consumption			
Normalized Total Consumption			

Fuel (Include fuel for process heat, co-generated and self-generated electricity)	Base Year	2002	Target Year
Fuel Oil			
Coal			
Natural Gas			
Wood			
Solar			
Other (specify)			
Total			
Normalized Total Consumption			

Vehicle Fuel	Base Year	2002	Target Year
Gasoline (gallons)			
total miles traveled			
gallons per mile traveled			
Diesel (gallons)			
total miles traveled			
gallons per mile traveled			
Natural Gas (m³)			
total miles traveled			
m ³ per mile traveled			
Other (specify fuel units)			
total miles traveled			
units per mile traveled			
Total number of vehicle miles traveled:			